

# Select by Peers Tutorial

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WebConnect - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://connect.informata.com/Login.asp> Go

# login

[Help](#)

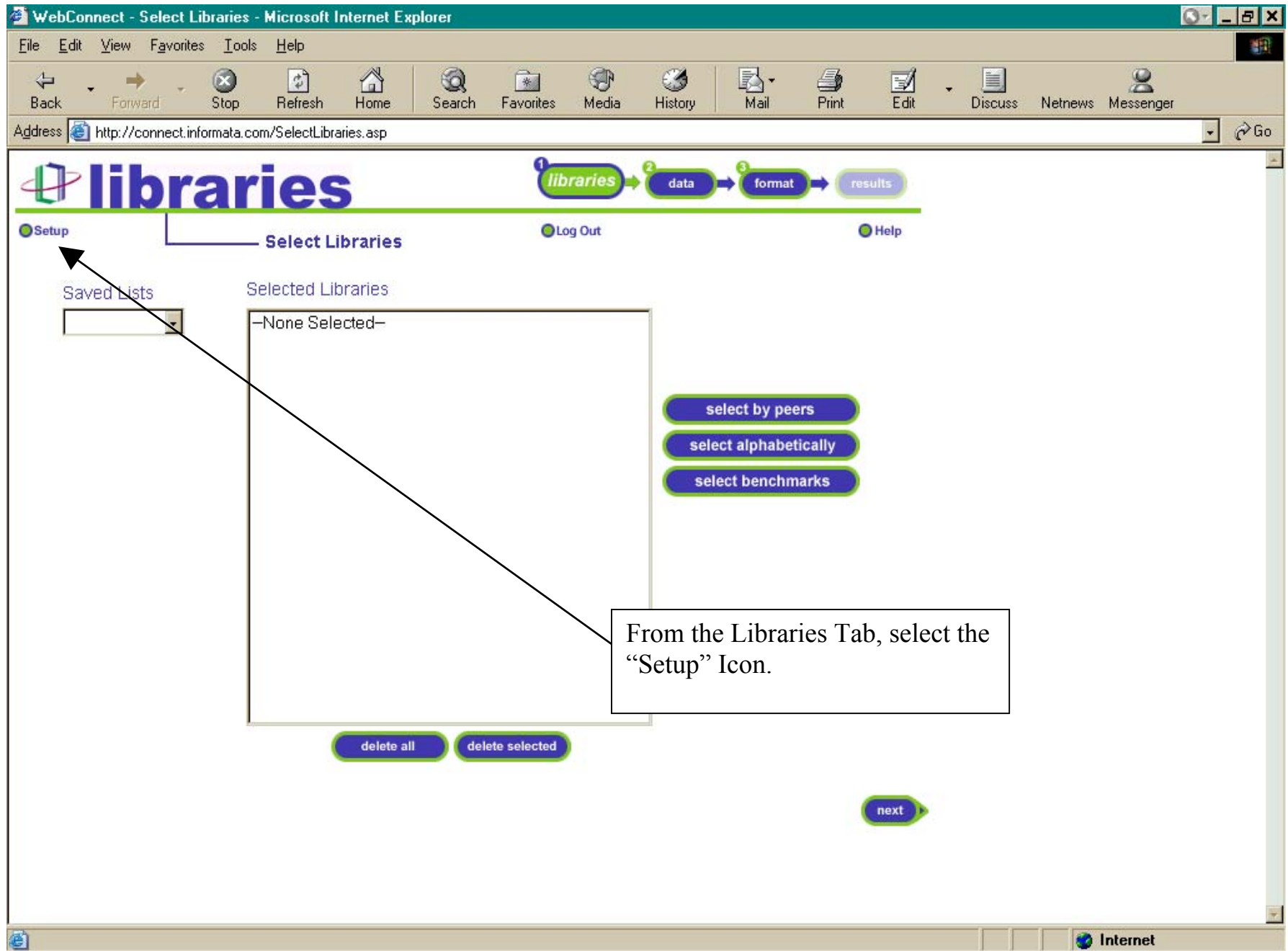
Username:

Password:

Selecting by Peers is one of the most powerful features of WebConnect. Using this feature, you can quickly create a list of all libraries that meet certain criteria that you define.

In this example, you will use the FSCS dataset to find peers based on a certain level of Total Operating Income.

Done Internet



WebConnect - Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://connect.informata.com/Setup.asp> Go

# setup

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Select DataSource

Database:

- MARYLAND
- FSCS**
- PLA
- ALABAMA
- ALASKA
- ARIZONA
- ARKANSAS
- CALIFORNIA
- COLORADO
- DELAWARE
- FLORIDA
- INDIANA

Library:

Misc Options

☐ Always show this screen at startup

next

Done Internet

From the setup screen, select a dataset from the drop down window (for example, FSCS, PLA or an individual state dataset).

WebConnect - Setup - Microsoft Internet Explorer

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Address <http://connect.informata.com/Setup.asp> Go

# setup

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Select DataSource

Database:  
FSCS  
Federal-State Cooperative System for Public Library Data. This is an annual survey of nearly 9000 public libraries nationwide. Data is checked for quality by the Bureau of the Census and the National Center for Education Statistics.

Select "Me" Library

State:  
Colorado

Library:  
BOULDER PL

Misc Options

☐ Always show this screen at startup

next

Done Internet

Once you have selected your database, you will need to select a "Me Library". This is the library used as a base for peer comparisons.

WebConnect - Setup - Microsoft Internet Explorer

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Address http://connect.informata.com/Setup.asp Go

# setup

1 libraries 2 data 3 format results

Setup Log Out Help

Select DataSource

Database:  
FSCS  
Federal-State Cooperative System for Public Library Data. This is an annual survey of nearly 9000 public libraries nationwide. Data is checked for quality by the Bureau of the Census and the National Center for Education Statistics.

Select "Me" Library

State:  
Colorado

Library:  
BOULDER PL

Misc Options

☐ Always show this screen at startup

next

Done Internet

In this example, we have selected FSCS as our database. We are using Boulder Public Library as our peer comparison base. After you have made these selections, click the 'Next' button at the bottom of the page.

WebConnect - Select Libraries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://connect.informatata.com/SelectLibraries.asp> Go

# libraries

1 libraries → 2 data → 3 format → results

Setup Select Libraries Log Out

Saved Lists  
[Dropdown]

Selected Libraries  
-None Selected-

delete all delete selected

select by peers  
select alphabetically  
select benchmarks

next

This returns you to the "Select Libraries" screen. Click on the "Select by Peers" button

Done Internet

http://connect.informata.com/PeerFinderSetup.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Netnews Messenger

Address http://connect.informata.com/PeerFinderSetup.asp Go

# libraries

1 libraries → 2 data → 3 format → results

Setup Select By Peer Setup Log Out Help

Available Criteria

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Selected Criteria

**Statistical Data Elements**

**Categorical Data Elements**

The Statistical and Categorical Data available for the selected database will appear.

back next

Done Internet



http://connect.informata.com/PeerFinderSetup.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Netnews Messenger

Address http://connect.informata.com/PeerFinderSetup.asp Go

# libraries

1 libraries → 2 data → 3 format → results

Setup Select By Peer Setup Log Out Help

Available Criteria

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
      - ☐ Operating Income From Federal Government
      - ☐ Operating Income From Local Government
      - ☐ Operating Income From Other Sources
      - ☐ Operating Income From State Government
      - ☐ Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Selected Criteria

**Statistical Data Elements**

**Categorical Data Elements**

Choose any statistical or categorical data element folder

back next

Done Internet

http://connect.informata.com/PeerFinderSetup.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://connect.informata.com/PeerFinderSetup.asp Go

# libraries

1 libraries → 2 data → 3 format → results

Setup Select By Peer Setup Log Out Help

Available Criteria

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
    - ☐ Operating Income From Federal Government
    - ☐ Operating Income From Local Government
    - ☐ Operating Income From Other Sources
    - ☐ Operating Income From State Government
    - ☒ Total Operating Income
  - Staff
  - Holdings
  - Circulation
    - Percents And Ratios
    - ☐ Annual Circulation of Childrens Materials
    - ☒ Total Circulation Transactions
  - Inter-Library Loans
  - Miscellaneous

Selected Criteria

## Statistical Data Elements

**Total Operating Income**  
BOULDER PL: 4957004

Minimum Value  Maximum Value

**Total Circulation Transactions**  
BOULDER PL: 1407291

Minimum Value  Maximum Value

## Categorical Data Elements

Select one or more data elements to base your peer upon. However, keep in mind that if you choose multiple variables the application will use the operand "AND", thus searching for libraries that meet both criteria.

back next

Internet

http://connect.informata.com/PeerFinderSetup.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://connect.informata.com/PeerFinderSetup.asp Go

# libraries

1 libraries → 2 data → 3 format → results

Setup Select By Peer Setup Log Out Help

Available Criteria

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
    - ☐ Operating Income From Federal Government
    - ☐ Operating Income From Local Government
    - ☐ Operating Income From Other Sources
    - ☐ Operating Income From State Government
    - ☒ Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Selected Criteria

## Statistical Data Elements

Total Operating Income  
BOULDER PL: 4957004

Minimum Value Maximum Value

back next

Select the data element you want to use to base your comparison. Enter a minimum and maximum value for the variable(s) selected.

Internet

http://connect.informata.com/PeerFinderSetup.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://connect.informata.com/PeerFinderSetup.asp Go

# libraries

1 libraries 2 data 3 format results

Setup Select By Peer Setup Log Out Help

Available Criteria

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
      - ☐ Operating Income From Federal Government
      - ☐ Operating Income From Local Government
      - ☐ Operating Income From Other Sources
      - ☐ Operating Income From State Government
      - ☒ Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Selected Criteria

## Statistical Data Elements

Total Operating Income  
BOULDER PL: 4957004

Minimum Value 4,500,000 Maximum Value 5,000,000

## Categorical Data Elements

In this example, we will look at 1 variable, Total Operating Income. Boulder's Total Operating Income is \$4,967,004 (This is taken from the 1998 FSCS data). To find similar peers you could use \$4,500,000 and \$5,000,000 for the minimum and maximum values. After entering the numeric values, click 'Next' located at the bottom of the page.

back next

Internet

http://connect.informata.com/PeerFinder.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://connect.informata.com/PeerFinder.asp Go

# libraries

1 libraries → 2 data → 3 format → results

Setup Select Libraries By Peer Log Out Help

Library Name	State	Total Operating Income
<b>BOULDER PL</b>	CO	4,957,004
Brown County Library	WI	4,901,683
DURHAM COUNTY LIBRARY	NC	4,901,933
Gail Borden P.L.D.	IL	4,606,391
Gary Public Library	IN	4,983,304
Glendale Public Library	AZ	4,685,527
HAMILTON COUNTY PUBLIC LIBRARY SYSTEM	TN	4,505,590
Huntington Beach Library	CA	4,925,249
LEROY COLLINS LEON COUNTY PUBLIC LIBRARY	FL	4,604,357
Loudoun County Public Library	VA	4,809,015
MIDDLETOWN FREE PUBLIC LIBRARY	OH	4,661,528
Morris County Free Library	NJ	4,876,742
Newport Beach Public Library	CA	4,713,379
Norfolk Public Library	VA	4,976,725
Northport Public Library	NY	4,950,921
OZARKS REGIONAL LIBRARY	AR	4,512,636
Palmdale City Library	CA	4,591,220
PATCHOGUE-MEDFORD LIBRARY	NY	4,992,413
PUEBLO LD	CO	4,927,323
Riverside Public Library	CA	4,743,370
SHAKER HEIGHTS PUBLIC LIBRARY	OH	4,920,263
Torrance Public Library	CA	4,588,308
UPPER MERIDON PUBLIC LIBRARY	OH	4,588,588

Total Operating Income

4,500,000 5,000,000

Refine

A table displaying all libraries that fall between the minimum and maximum values specified will appear. In this example, there were 28 libraries. If the base library falls within the minimum and maximum values selected, it will appear in Red indicating that it is the base library selected.

Number of Libraries: 28

back graph it! next

Done Internet

http://connect.informata.com/peerfinder.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Netnews Messenger

Address http://connect.informata.com/peerfinder.asp Go

# libraries

1 libraries → 2 data → 3 format → results

Setup Select Libraries By Peer Log Out Help

Library Name	State	Total Operating Income
BOULDER PL	CO	4,957,004
Gary Public Library	IN	4,983,304
Norfolk Public Library	VA	4,976,725
Northport Public Library	NY	4,950,921
PATCHOGUE-MEDFORD LIBRARY	NY	4,992,413

Total Operating Income

4,950,000 5,000,000

Refine

Number of Libraries: 5

back graph it! next

Done Internet

To narrow or expand the search, enter a new range for the minimum or maximum (or both) and click "Refine". In this example, we changed the minimum value to 4,950,000 and the maximum remained the same. The results returned for this search was 5 libraries.



http://connect.informata.com/PeerFinder.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://connect.informata.com/PeerFinder.asp Go Links >>

# libraries

1 libraries → 2 data → 3 format → results

Setup Select Libraries By Peer Log Out Help

Library Name	State	Total Operating Income
BOULDER PL	CO	4,957,004
Gary Public Library	IN	4,983,304
Norfolk Public Library	VA	4,976,725
Northport Public Library	NY	4,950,921
PATCHOGUE-MEDFORD LIBRARY	NY	4,992,413

Total Operating Income

4,950,000 5,000,000

Refine

Number of Libraries: 5

back graph it! next

start http://connect.inform... Select by Peers Doc -... 8:44 PM

After you have refined your search, click the 'Next' button of the page. To change a data element, click the 'Back' button at the bottom of the screen.

WebConnect - Select Libraries - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://connect.informata.com/SelectLibraries.asp Go Links

# libraries

1 libraries 2 data 3 format results

Setup Select Libraries Log Out Help

Saved Lists

Selected Libraries

BOULDER PL  
Gary Public Library  
Norfolk Public Library  
Northport Public Library  
PATCHOGUE-MEDFORD LIBRARY

delete all delete selected

select by peers  
select alphabetically  
select benchmarks

next

The matching peer libraries will be displayed in the 'Select Libraries' box. You can also add libraries by clicking on the 'Select Alphabetically' button. Click 'Next' when you have finished.

start WebConnect - Select ... Select by Peers Doc -... 8:58 PM



WebConnect - Select Data Elements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://connect.informatata.com/SelectVariables.asp> Go Links

# data

1 libraries 2 data 3 format results

Setup Log Out Help

Select Data Elements

Saved Lists

Available Data Elements

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
      - Operating Income From Federal Government
      - Operating Income From Local Government
      - Operating Income From Other Sources
      - Operating Income From State Government
      - Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Selected

Available Years

- 1998
- 1997
- 1996

Clear All back next

This will bring you to the Data tab. You have the option of choosing from several data elements based on the database selected at setup.

start WebConnect - Select ... Select by Peers Doc (...) MusicMatch Jukebox 9:09 PM

WebConnect - Select Data Elements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media RSS Print Mail News People

Address http://connect.informata.com/SelectVariables.asp Go Links

# data

1 libraries 2 data 3 format results

Setup Log Out Help

## Select Data Elements

Saved Lists

Available Data Elements

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
    - ☐ Operating Income From Federal Government
    - ☒ Operating Income From Local Government
    - ☐ Operating Income From Other Sources
    - ☐ Operating Income From State Government
    - ☐ Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Selected Data Elements

Operating Income From Local Government

Available Years

- ☐ 1998
- ☐ 1997
- ☐ 1996

Clear All back next

Select the data element(s) that you want to use to compare with your peer libraries selected in the previous screen. As you select Data Elements, it will place them in the 'Selected Data Elements' box.

start WebConnect - Select ... Select by Peers Doc (...) MusicMatch Jukebox 9:12 PM

WebConnect - Select Data Elements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://connect.informatata.com/SelectVariables.asp Go Links

# data

1 libraries 2 data 3 format results

Setup Select Data Elements Log Out Help

Saved Lists

Available Data Elements

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
      - ☐ Operating Income From Federal Government
      - ☒ Operating Income From Local Government
      - ☐ Operating Income From Other Sources
      - ☐ Operating Income From State Government
      - ☐ Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Clear All

Selected Data Elements

Operating Income From Local Government

Available Years

- ☐ 1998
- ☐ 1997
- ☐ 1996

back next

After you have selected the data element(s) choose from the 'Available Years' the years that you want to view.

start WebConnect - Select ... Select by Peers Doc (...) MusicMatch Jukebox 9:12 PM

WebConnect - Select Data Elements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Word M People

Address <http://connect.informatata.com/SelectVariables.asp> Go Links

**data**

1 libraries → 2 data → 3 format → results

Setup Select Data Elements Log Out Help

Saved Lists

Available Data Elements

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
      - ☐ Operating Income From Federal Government
      - ☒ Operating Income From Local Government
      - ☐ Operating Income From Other Sources
      - ☐ Operating Income From State Government
      - ☐ Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Clear All

Selected Data Elements

Operating Income

Available Years

- ☒ 1998
- ☒ 1997
- ☒ 1996

back next

start WebConnect - Select ... Select by Peers Doc (...) MusicMatch Jukebox 9:16 PM

1. In your selection process, if you have selected multiple libraries and multiple data elements, you can only select one year from the available years list.
2. If you select multiple libraries and only one data element, you can select multiple years.
3. If you select only one library, you can select multiple data elements and multiple years.

For this example, we have used Option #2.

WebConnect - Select Data Elements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://connect.informatata.com/SelectVariables.asp Go Links

# data

1 libraries 2 data 3 format results

Setup Select Data Elements Log Out Help

Saved Lists

Available Data Elements

- Statistical Data Elements
  - General Information
  - Expenditures
  - Income
    - Percents And Ratios
      - ☐ Operating Income From Federal Government
      - ☒ Operating Income From Local Government
      - ☐ Operating Income From Other Sources
      - ☐ Operating Income From State Government
      - ☐ Total Operating Income
  - Staff
  - Holdings
  - Circulation
  - Inter-Library Loans
  - Miscellaneous
- Categorical Data Elements
  - General Information
  - Miscellaneous

Clear All

Selected Data Elements

Operating Income From Local Government

Available Years

- ☒ 1998
- ☒ 1997
- ☒ 1996

back next

Once you have entered the data elements and years, click 'Next' at the bottom of the page.

start WebConnect - Select ... Select by Peers Doc (...) MusicMatch Jukebox 9:16 PM

WebConnect - Format - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://connect.informata.com/Format.asp Go Links

# format

1 libraries 2 data 3 format results

Setup Log Out Help

Format of output

Type of output: ☒ Graph ☐ Table

Title:

Sort By:   
 {none} Asc Desc   
 {none} Asc Desc   
 {none} Asc Desc

Group By:   
 Years

Data Type:   
 Regular

X-axis Title:

Y-axis Title:

Color Scheme:   
 ChartFX 3.0

Graph Type:   
 Bar

Decimal:   
 0

Labels: ☒ Yes ☐ No

Show Legend: ☒ Yes ☐ No

back next

The formatting page will appear. You can choose to view your results in a graph or table form.

start WebConnect - Forma... Select by Peers Doc (... MusicMatch Jukebox 9:25 PM

WebConnect - Format - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS People

Address http://connect.informata.com/Format.asp Go Links

# format

1 libraries 2 data 3 format results

Setup Format of output Log Out Help

**Type of output:** ☒ Graph ☐ Table

Title:

Sort By:   
 {none} Asc Desc   
 {none} Asc Desc   
 {none} Asc Desc

Group By:   
 Years   
 Libraries   
 Data Elements   
 Years

X-axis Title:

Y-axis Title:

Color Scheme: ChartFX 3.0

Graph Type: Bar

Decimal: 0

Labels: ☒ Yes ☐ No

Show Legend: ☒ Yes ☐ No

back next

You can choose to group by libraries, data elements, or years from the drop down window. You also have other formatting options (Sort By, Color Scheme, Graph Type, etc.).

start WebConnect - Forma... Select by Peers Doc (... MusicMatch Jukebox 9:27 PM

WebConnect - Format - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail M Help

Address http://connect.informatata.com/Format.asp Go Links >>

# format

1 libraries → 2 data → 3 format → results

Setup Log Out Help

Format of output

**Type of output:** ☒ Graph ☐ Table

Title:

Sort By:

{none} Asc Desc  
 {none} Asc Desc  
 {none} Asc Desc

Group By:

Data Type:

Color Scheme:

Graph Type:

Decimal:

Labels: ☒ Yes ☐ No  
 Show Legend: ☒ Yes ☐ No

back next

start WebConnect - Forma... Select by Peers Doc (... MusicMatch Jukebox 9:30 PM

For Example: You add a title for your graph.



WebConnect - Format - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://connect.informata.com/Format.asp Go Links >>

# format

1 libraries 2 data 3 format results

Setup Log Out Help

Format of output

Type of output: ☒ Graph ☐ Table

Title:  
Operating Income from Local Govt

Sort By:  
{none} Asc Desc  
{none} Asc Desc  
{none} Asc Desc

Group By:  
Years

Data Type:  
Regular

X-axis Title:  
Y-axis Title:

Color Scheme:  
ChartFX 3.0

Graph Type:  
Bar

Decimal:  
0

Labels: ☒ Yes ☐ No  
Show Legend: ☒ Yes ☐ No

back next

After you have entered your formatting options, click 'Next' at the bottom of the page.

start WebConnect - Forma... Select by Peers Doc (... MusicMatch Jukebox 9:30 PM

